
	<b>LOS LUNAS POLICE DEPARTMENT</b>	
	ADMINISTRATION	NUMBER: PER.13.01
	EFFECTIVE DATE: July 09, 2018	
	REVIEW DATE: July 09, 2018	
SUBJECT: Temporary Duty Elsewhere (TDE)		
AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS:		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE
		 Signature

## I. POLICY

On occasion, it may be necessary to temporarily assign Los Lunas Police Department employees to a unit or activity other than their regular assignment to enhance the effective and efficient operation of the Department.

Employees interested in participating in TDE may submit an application through the chain of command, up to the Deputy Chief. The Deputy Chief will notify the employee when their temporary assignment has been approved.

Temporary Duty is not light duty, refer to Personnel section PER.03.02 for questions related to light duty.

## II. RULES

### A. Eligible Positions

All employees are eligible for temporary assignment positions and may request the change up to TWO times per calendar year.

Employees may request a transfer to any of the divisions the department has at the time. This includes but is not limited to the DWI Unit, Traffic Unit, CID, evidence, or Records.

### B. Duration of Temporary Assignment

The temporary assignment will be for a single pay period and may be terminated at any time or extended based on the needs of the department. During the temporary assignment, there will be no adjustments to pay based on the reassignment.

C. Selection

Employees will be selected based on seniority, availability, and the date the application was received.

No more than one employee will be temporarily assigned at any given time.

**III. THE CHIEF OF POLICE HAS THE AUTHORITY TO EXTEND OR TERMINATE ANY TIMELIMITS RELATED TO THE TDE POLICY.**



**LOS LUNAS POLICE DEPARTMENT**  
**TEMPORARY DUTY ELSEWHERE (TDE) APPLICATION**

<b>Name</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.
<b>Requested TDE</b>	Click or tap here to enter text.
<b>Supervisor</b>	Click or tap here to enter text.

Please explain the reason for this request:  
Click or tap here to enter text.

**Internal Use Only**

Date TDE Request Received	
Supervisor Contacted and approved or denied	
Date of TDE assignment and division	